

How would you like to order?

Choose from four easy options:

1 Call toll-free: 1-800-995-4099

Business hours: Monday—Friday, 8:00 a.m. to 4:30 p.m. (Pacific Standard Time)

2 Check or credit card

Send a check or charge your order to a VISA or MasterCard credit card. If ordering by mail and using VISA or MasterCard, please include the credit card number, the expiration date, and your signature.



3 Purchase order

All businesses, educational institutions, and governmental agencies may use purchase orders. **A bona fide purchase order with an authorized signature is required.**

4 Fax or mail

Visa or MasterCard credit card orders may also be placed by FAX at (916) 323-0823.

Do not mail the original or confirming order. Or mail your completed order form to:

California Department of Education, CDE Press Sales Office, P.O. Box 271, Sacramento, CA 95812-0271. Any duplicate orders will be treated as separate (new) orders and will be the responsibility of the customer.

30-Day Refund and Exchange Policy

Damaged or incorrect shipments must be reported to the Sales Office within 30 days of receipt. Items that are damaged during shipment, or incorrectly shipped, can be returned to CDE Press at no charge and all charges will be refunded fully (or invoice cancelled). Please order carefully. **All sales are final after 30 days.**

International Orders

International orders must be charged to a VISA or MasterCard credit card. Please contact the Sales Office at 00-1-916-445-1260 for information and rates.

Shipping and Handling

All orders to be delivered within the continental United States are shipped via United Parcel Service (UPS), ground service, **ONLY**.

UPS REQUIRES A STREET ADDRESS.

Orders to HAWAII and ALASKA are shipped via UPS Second Day Air. An additional charge for the shipping cost to those states plus a handling fee will be added to your credit card order. Call us toll-free at 1-800-995-4099 for details.

DOMESTIC CHARGES

Purchase amount	Add
0 - \$15	\$ 5.95
\$15.01 - \$30	7.95
\$30.01 - \$50	9.95
\$50.01 - \$100	11.95
\$100.01 - \$150	13.95
\$150.01 - \$200	15.95
\$200.01 - \$250	17.95
\$250.01 - \$300	19.95
\$300.01 - \$350	21.95
\$350.01 and up	6%
	of subtotal

CALIFORNIA SALES TAX TABLE (Percent by county)*

Alameda 8.25	Imperial 7.75	Modoc 7.25	San Diego 7.75	Sonoma 7.50
Alpine 7.25	Inyo 7.75	Mono 7.25	San Francisco 8.50	Stanislaus 7.375
Amador 7.25	Kern 7.25	Monterey 7.25	San Joaquin 7.75	Sutter 7.25
Butte 7.25	Kings 7.25	Napa 7.75	San Luis Obispo 7.25	Tehama 7.25
Calaveras 7.25	Lake 7.25	Nevada 7.375	San Mateo 8.25	Trinity 7.25
Colusa 7.25	Lassen 7.25	Orange 7.75	Santa Barbara 7.75	Tulare 7.25
Contra Costa 8.25	Los Angeles 8.25	Placer 7.25	Santa Clara 8.25	Tuolumne 7.25
Del Norte 7.25	Madera 7.75	Plumas 7.25	Santa Cruz 8.00	Ventura 7.25
El Dorado 7.25	Marin 7.25	Riverside 7.75	Shasta 7.25	Yolo 7.25
Fresno 7.875	Mariposa 7.75	Sacramento 7.75	Sierra 7.25	Yuba 7.25
Glenn 7.25	Mendocino 7.25	San Benito 7.25	Siskiyou 7.25	
Humboldt 7.25	Merced 7.25	San Bernardino 7.75	Solano 7.375	

*August 2003

Order Form

To order call: 1-800-995-4099

Business Hours: 8:00 a.m.–4:30 p.m., PST • Monday Through Friday • FAX 916-323-0823

FROM: SHIP TO:

SCHOOL/DISTRICT (if applicable) ☐ PUBLIC ☐ PRIVATE

NAME/ATTENTION

ADDRESS

CITY STATE ZIP CODE
()

COUNTY DAYTIME TELEPHONE

E-MAIL ADDRESS

SCHOOL/DISTRICT (if applicable)

NAME/ATTENTION

PHYSICAL STREET ADDRESS (REQUIRED FOR UPS DELIVERY)

CITY STATE ZIP CODE
()

DAYTIME TELEPHONE

E-MAIL ADDRESS

ORDER SELECTION: (Please order carefully.)

Item No.	Title	Quantity	Price per copy or set	Total
			\$	\$

Prices and availability are subject to change without notice.

Mail completed order form to:
California Department of Education
CDE Press Sales Office
P.O. Box 271
Sacramento, CA 95812-0271

Or fax completed order form to:
916-323-0823.

Visit our Web sites:
<http://www.cde.ca.gov/cdepress>
<http://www.cde.ca.gov/schoolbag>

SUBTOTAL	\$
Calif. residents: Please add sales tax. (See chart on facing page.)	\$
Shipping and handling charges (See facing page for details.)	\$
Special shipping charges (See facing page for details.)	\$
TOTAL	\$

PAYMENT METHOD: ☐ CHECK (Payable to California Department of Education) ☐ VISA ☐ MASTERCARD ☐ PURCHASE ORDER

CREDIT CARD NUMBER EXPIRATION DATE

AUTHORIZED SIGNATURE